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DIVISIONAL STAFF MEETING--O/SI

DATE : 14 April 1953
TIME : 0845--0945 hours
PLACE : O/SI Conference Room

ATTENDANCE:

[Redacted Attendance List]

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MINUTES:

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1. [Redacted] briefed the group on the status of OSI's activities in connection with Soviet Electromagnetic Warfare.

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2. [Redacted] advised that [Redacted] OSI consultant, will be in the office this entire week. [Redacted] is to make an independent study of the whole OSI career service and training program.

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3. [Redacted] advised the group of a directive from DD/I calling for OSI support of [Redacted] a continuing consolidation of intelligence of the Soviet hierarchy. The DCI has accorded a high priority to this project. OSI's responsibility for support of this OSI project means being on the lookout for changes in personnel, institutions, ministries, etc. which might reflect essential shifts of power of the three top men in the Soviet hierarchy. [Redacted] IPS, is OSI's action man on this project; and any appropriate items are to be submitted to him.

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4. [Redacted] announced that the Agency is initiating a Records Management Program with the objective of providing the General Services Administration a sanitized records disposal plan and record's inventory by June 1954. An appropriate training program (three to four hours a week for seven weeks) is starting today. [Redacted] has been designated as OSI Records Management Officer. He is attending this training program along with four other members of OSI. He will be operating for Dr. Chadwell and will subsequently survey this problem with the division administrative officers. It is important that whole-hearted cooperation and support be given this program.

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5. [Redacted] announced that in the near future [Redacted] Organization and Methods Division, is to undertake a survey in OSI of the distribution and utilization of clerical personnel. This is in support of OSI FY-1954 T/O review which will be made within the coming month.

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6. [] suggested that OHI endeavor to obtain information on the collection requirements of the Soviet spy ring recently compromised in Western Germany. It was agreed that Operations Staff will informally explore the possibility of obtaining this information from FI (Colonel [] prior to the submission of formal requirements.

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MAY 14 1953

MEMORANDUM TO: All Division and Staff Chiefs, SI
FROM: Assistant Director, Scientific Intelligence
SUBJECT: Establishment of a Records Management Program.

1. The purpose of this memorandum is to inform you that, effective immediately, there is established throughout OSI an active Records Management Program.

2. This program provides us with an opportunity to use a modern tool of office management which will enable us to perform our tasks not only with far superior efficiency but also with great financial savings to the Agency. The program is being established throughout CIA and other government departments in order to improve the standards and procedures with respect to the creation of records; the organization, maintenance and use of current records; and the disposition of those records no longer needed for everyday use.

25X1A9A 3. This program will be carried out in the Agency through the designation by each office of an Area Records Officer. I have designated [redacted] (Room 1515 "M" Building, [redacted]) as the OSI Records Officer, and he will work with that officer which the Divisions and Staffs designate as their Area Records Officer. It is pointed out that the respective Division and Staff Administrative Officers would be well qualified for this position. 25X1

4. The General Services Office has over-all Agency responsibility for establishing standards and guides to see that this program is successfully carried out, and a representative of that Office will work with us in carrying out this program in OSI.

5. I heartily endorse this program and am desirous of its earliest commencement. Your cooperation will be the key to the success of this program.

25X1A9A 6. [redacted] has scheduled a meeting with your designee in Room 1514 "M" Building at 1600 hours on Friday, 15 May 1953, so that the broad aspects of this program, together with their specific application to our Agency and the particularly unique problems of OSI, may be discussed. It is requested that you have [redacted] informally notified of your designated officers. 25X1A9A

[redacted]
E. MARSHALL CHAPPELL